



New Jersey Department of Children and Families Policy Manual

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Subchapter:	4	Foster Home Records	
Issuance:	200	Procedures for Foster Home Record Review	

Procedure for Record Review by Resource Family Parents 5-28-2013

Note: The following policy pertains to the Resource Family Home Record after the SAFE Home Study is completed and the home is licensed by the Office of Licensing.

Removal of Information from Resource Family Home Record Prior to Review 12-29-93

Resource family parents shall be permitted to review their records for any reason upon three (3) working days written notice to the Local Office Manager. However, any written information compiled in the course of a CPS investigation on that resource family parent may not be reviewed, as well as, any letters of reference which have been solicited by CP&P may not be reviewed and should be removed temporarily from the record while the review takes place. Resource family parents are told by the Resource Family Support Specialist of the types of documents which were removed.

Non-solicited, non-CPS referrals (such as letters from the community regarding the quality of care given by the resource family parent) are not held by law to be confidential and, if in the record, may be reviewed by the resource family parent, if requested.

Written CPS information which does not concern an investigation on that resource family parent and which already has been shared verbally with the resource family parent, as necessary for the care of the child, need not be removed; however, the record should be reviewed by the Resource Family Support Specialist to determine this prior to the resource family parent's review. When in doubt as to what has/has not been shared with the resource family parent, remove the material in question.

Upon receipt of a written notice to review the resource family home record, the Resource Family Support Specialist reviews the record for non-disclosable

material and removes it temporarily. He or she prepares a list of the kinds of material removed and shares that list with the resource family parent at the time of the review. The Resource Family Support Specialist consults with the Litigation Specialist or Paralegal and/or DAG on all unanswered questions on confidentiality.

Review of Closed Records 12-29-93

Former resource family parents, whose records are closed, are entitled to the same record review as those whose homes are open, if they request the review within six (6) years of their closure. The Resource Family Support Specialist is responsible for handling the record review procedure in accordance with this policy.

Presence of Third Party at Review 12-29-93

If the resource family parent requests that a third party, such as an attorney or another resource family parent, be present at the record review, five (5) working days written notice must be given.

When a third party is reviewing a record with a resource family parent at the resource family parent's request, all CPS and CHRI information concerning that resource family parent or the foster children placed in that home is removed from the resource family home file prior to the review. This information could include, but is not limited to the following:

- CHRI information which shows a conviction of a crime against a child;
- correspondence from anyone regarding references, or CPS incidents by a resource family parent; and
- any information about any child placed in that home.

Submission of Information to the Resource Family Home Record 12-29-93

Resource family parents or others may, at any time, submit material for their record concerning general information, a particular incident, or both. Resource family parents may use the Contact Sheet, CP&P Form [26-52](#), for this purpose if they wish.

Submission of Information to the Resource Family Home Record by CP&P 4-2005

Issues and investigation results concerning a particular incident in a resource family home for which CP&P or the IAIU has conducted an investigation of any

kind are documented by the assigned Worker or the IAIU Investigator and may include:

- allegations of child abuse/neglect (regarding children placed in the home; investigation conducted by IAIU), the investigation and results;
- allegations of child abuse/neglect (regarding birth children in the home, adopted children, or other children, not placed by CP&P; investigation conducted by the Local Office), the investigation and results;
- allegations of indiscreet or inappropriate behavior, the investigation, and results;
- requests for, and outcomes of, dispositional conferences and Administrative Reviews; and
- copies of critical incident reports.

Documentation of home closings, resulting from CPS allegations or other reasons, is placed in the resource family home record.